

# MONROE COUNTY

## JOB DESCRIPTION

<b>Position Title:</b> Sr Administrator Development Review and Design		<b>Date:</b> 05/01/03
<b>Position Level:</b> 11	<b>FLSA Status:</b> Exempt	<b>Class Code:</b> 11-8

### GENERAL DESCRIPTION

Primary function is to ensure that all major developments permitted in Monroe County is well designed and in compliance with applicable Land Development Regulations and consistent with the Comprehensive Plan and to manage the administrative and clerical support for the Planning Commission including maintenance of office files and records and coordination of review activities of major projects between the two Island Planning offices.

### KEY RESPONSIBILITIES

1. \*Provide leadership for the Development Review process.
2. \*Analyze proposed projects with staff to determine correct application and interpretation of regulations.
3. \*Provide leadership in design review of projects for architectural, site planning, and community character.
4. \*Supervise and manage administrative and clerical support staff for the Planning Commission.
5. \*Review/correct Planning Coordinator's work to ensure accuracy.
6. \*Review major conditional uses for consistency with regulation and practice of good design.
7. Discuss, explain, and interpret regulations and Comprehensive Plan with public sector.
8. Prepare reports, letters, and analyses that make determinations for recommendations on planning issues.
9. Represent County at public hearings and meetings.
10. Assist Planning Commission to ensure correct interpretation of regulations and explain planning issues.
11. Attend preapplication conferences in Upper and Lower Keys for major conditional use projects to explain regulations and interpret regulations to prospective applicants.
12. Provide coordination between the two Island Planning Teams to assure consistency of reviews.
13. Supervise planning record management and filing system.

\* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

<b>Position Title:</b> Sr. Administrator, Development Review and Design	<b>Class Code:</b> 11-8	<b>Position Level:</b> 11
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<b>KEY JOB REQUIREMENTS</b>	
<i>Education:</i>	Masters with major(s) required in Planning or related field, or a Bachelors and 6 years of experience in a related field.
<i>Experience:</i>	3 to 5 years. At least 2 years of experience at the supervisory level.
<i>Impact of Actions:</i>	Makes decision and final recommendations, which routinely effect the activities of an entire division. Position duties may include responsibility for developing strategic plans for one or more divisions.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Highly Complex: Supervision is present to review established departmental and/or divisional objectives. Independent judgment is required to recommend departmental or divisional objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.
<i>Communication with Others:</i>	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for making recommendations within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assigns, and evaluates the work of Subordinates for effective operation and results of the unit.
<i>On Call Requirements:</i>	None
<i>Other:</i>	AICP certificate preferred.

<b>APPROVALS</b>		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

